

**ARKANSAS SUPREME COURT OFFICE OF PROFESSIONAL CONDUCT
EMPLOYMENT NOTICE**

PARALEGAL - Grade C118

The Office of Professional Conduct (OPC) is accepting applications for the new, full-time position of Paralegal, to begin at a date within approximately two-three weeks after an offer is accepted. The position is State Grade C118 with a salary range starting at \$35,946, that may be increased based upon experience and qualifications. The position is eligible for most state benefits, including state retirement, group health and term life insurance programs, deferred compensation and supplemental insurance plans, and a cafeteria plan. The office is located at the address below in the Riverdale area. Free parking is provided. The OPC staff totals seven. The position will report to the Director.

The position will have significant responsibilities in assisting the Director and three staff attorneys in central grievance intake and file setup; attendance and leave records; monthly reports for staff attorneys; office financial reporting; preparing first draft of financial requests to Bar of Arkansas financial officer for payment of bills; preparation of "review" files to panels; assisting the staff attorneys supporting the Unauthorized Practice of Law and Client Security Fund Committees; assisting the staff attorney handling accounts receivable from sanctioned attorneys; receive periodic attorney production reports and organize for Director; maintain some administrative files; assist the office manager with hearing files and organizing and scheduling witness and panels; abstract and type transcripts, assemble records and addendum exhibit materials as needed, and assemble first drafts of appeals briefs as directed; assist in preparation of various annual reports; and assist with drafts of quarterly case summary reports to the Arkansas Lawyer magazine; and other assigned duties. Experience with Office 365, Word, WordPerfect, Excel, and PowerPoint and good typing skills are helpful.

Applicants should send a cover letter and resume, with at least three references listed, by mail, fax, or email, which must be received at OPC not later than 5:00 p.m., Friday, September 4, 2015, to:

Stark Ligon, Director
Office of Professional Conduct
2100 Riverfront Drive, Suite 200
Little Rock, AR 72202
Tel. 501-376-0313, fax 501-376-3438, stark.ligon@arkansas.gov